United Nations ST/AI/2018/12

Secretariat

28 December 2018

Administrative instruction

Salary advances

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing staff rule 3.16 (b) on salary advances, promulgates the following:

Section 1
General provisions

1.1 The conditions for the payment and recovery of salary advances pursuant to staff rule 3.16 (b) shall be determined in accordance with the present instruction. Salary advances are payments made to a staff member by the Organization at the staff member's request against monthly payments of future salary.

1.2 For the purposes of the present administrative instruction, the term "monthly payments" refers exclusively to net base salary and post adjustment, if applicable. It does not include any grants or allowances paid as part of the monthly payroll schedule. Salary advances cannot be made against future payments of allowances, grants or payments paid outside the regular pay schedule (e.g. education grant, settling-in grant, relocation grant payments or travel allowances). Any provisions authorizing advances against such allowances, grants or payments are contained in the relevant administrative issuance governing those entitlements.

Section 2
Salary advances

2.1 In accordance with staff rule 3.16 (b), a staff member may request a salary advance in exceptional and compelling circumstances that are beyond the staff member's control and that cause the staff member unexpected financial hardship.[1] In addition, a staff member may request a salary advance upon arrival at a new duty station without sufficient funds. Salary advances given for exceptional or compelling circumstances must be the result of situations that were not pre-existing or foreseeable; otherwise, they will not generally warrant the grant of a salary advance.

2.2 The staff member shall receive the requested salary advance in the currency in which the salary is paid.

[1] Examples include, but are not limited to, unexpected financial hardship because of death, accident, injury, or damage to personal property due to natural causes such as flood or earthquake.

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2.3 If a staff member was previously granted a salary advance and the advance or any part thereof is outstanding, no additional salary advance shall be authorized unless exceptionally approved in emergency situations.

Section 3
Request for and approval of salary advances

3.1 All requests for a salary advance under the provisions of the present administrative instruction shall be submitted, for approval, to the staff member's designated human resources partner in writing. In making the request, the staff member must take note of the requirements under sections 2.1, 3.2 and 4.2. The request must indicate:

(a) The reason for the request, including any explanation that exceptional or compelling circumstances exist;

(b) The amount required;

(c) The frequency and amount of instalments by which the staff member intends to repay the salary advance.

3.2 The amount of the salary advance shall not exceed the total of two months' net base salary and post adjustment, if applicable. A request for a salary advance greater than that amount may be considered on an exceptional basis.

3.3 The human resources partner will make a recommendation to the Chief of the local human resources office or the Executive Officer after analysing the request in accordance with sections 2.1 and 3.1.

3.4 The official with the delegated authority will take the decision to approve, modify or reject the request for salary advance. In making the decision, the staff member's current appointment status and the existing deductions from the monthly salary will be considered. A salary advance shall not exceed the net base salary plus post adjustment, if any, that the staff member is expected to be paid over the remaining appointment period. Salary advances shall be recovered within a period not exceeding 12 months. If a staff member's appointment expires within those 12 months, the advance shall be recovered by the expiration date of the staff member's appointment, or from the staff member's final pay.

3.5 If the request for salary advance is approved, the staff member has to confirm in writing agreement to the amount of the salary advance and the recovery schedule approved by the official with the delegated authority using the agreement form found in the annex to the present instruction. Upon confirmation of the schedule and amount of deductions, the official with the delegated authority will communicate the details of the salary advance and the recoveries to Payroll for action.

Section 4
Recovery of salary advances

4.1 Salary advances will be recovered in one payment in full or in recurring monthly payments at a constant rate as determined at the time the salary advance is authorized. The recovery schedule will be detailed in the written confirmation of the salary advance between the staff member and the administering office. Recoveries will normally begin in the next payroll following the payment of the salary advance to the staff member.

4.2 Upon separation from service, any outstanding balance of a salary advance shall be recovered in full against the staff member's final pay.

Section 5
Final provisions

The present administrative instruction shall enter into force on the date of issuance.

(*Signed*) Jan **Beagle**
Under-Secretary-General
for Management

Annex

UNITED NATIONS **NATIONS UNIES**

AGREEMENT FOR THE RECEIPT OF A SALARY ADVANCE

Name of staff member:	Index number:	Department:

1. In accordance with administrative instruction ST/AI/2018/12, requested a salary advance in the amount of .

2. The staff member confirms that he or she:

   (a) Has read and understands administrative instruction ST/AI/2018/12, in particular sections 2.1, 3.2 and 4.2;
   (b) Agrees that the salary advance will be subject to recovery based on the schedule of deductions set out in paragraph 3 below.

3. After reviewing the request and upon the confirmation of the staff member by signature, the United Nations agrees to advance under the terms of administrative instruction ST/AI/2018/12 and to recover the advance pursuant to the following schedule of deductions:

Number of deductions:

Amount to be deducted monthly:

Starting date:

Final payment date:

Final payment:

Signature of staff member: _____ **Date:** _____

Signature of official with delegated authority: **Date:** _____

_____

Print name and title: _____

Distribution:
Staff member
Executive Office/local human resources office

United Nations ST/AI/2018/13

Secretariat

28 December 2018

Administrative instruction

Material and package passes in New York Headquarters

The present instruction brings to the attention of staff members, together with other occupants of United Nations premises in the New York Headquarters area, the system of control for the removal of United Nations property from the premises and, when applicable, its return. This system of control also applies to the removal of personal property from the premises, as explained below.

Section 1
General provisions

1.1 United Nations equipment and supplies may be removed from the premises for official use provided that their removal is authorized by an appropriate approving officer on a material and package pass, also known as form SSS.39. Form SSS.39 is also required for the removal of personal property which is not readily identifiable or distinguishable from property belonging to the Organization.

1.2 The Executive/Administrative Officer of a department or office, or an official designated by the Executive/Administrative Officer, is the approving officer for the purpose of authorizing the removal of equipment and supplies from the premises. In order to keep the records of the Security and Safety Service up to date, all departments shall submit form P.86 (Delegation of authority), designating appropriate officials as approving officers for form SSS.39, to the Security and Safety Service.

1.3 The approving officer must request form SSS.39 from the Office of the Chief of the Security and Safety Service. Upon approval by the Office of the Chief of Security and Safety Service, the Special Investigations Unit will provide the form to the approving officer. SSS.39 forms are numbered for identification and control purposes. The Security and Safety Service shall be responsible for maintaining a record, by department and approving officer, of the serial numbers of the forms issued. In the event that a form SSS.39 is prepared but then cancelled and not issued by the approving official, the original shall be sent to the Security and Safety Service, with its cancellation noted.

1.4 The property that is being removed shall be clearly identified on form SSS.39, that is, with a description of the equipment, serial number and United Nations asset management number, if any. In the event that the property is to be returned, the date of return shall be indicated in the appropriate box on the form. The number of items being removed shall be written in words.

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1.5 Form SSS.39 shall be completed in triplicate by the approving officer at the time equipment or supplies are to be removed. The original (white) shall be given to the person removing the property. The duplicate copy (blue) shall be forwarded to the Security and Safety Service by the approving officer. The third copy (yellow) shall be retained by the approving officer. At the place of exit from the premises, the original shall be surrendered to the security officer on duty.

1.6 Building occupants may be requested by security officers to open any package being removed from the premises for inspection, in accordance with administrative instruction ST/AI/2018/8 on the authority of United Nations security officers in New York Headquarters.

1.7 When the United Nations property listed on form SSS.39 is returned to the premises, it shall be the responsibility of the approving officer to give written notification to the Security and Safety Service. The third copy (yellow) shall be attached to the written notification. Each approving officer shall maintain a file to ensure that the equipment is returned on the date specified.

1.8 The requesting Executive Office shall be responsible for notifying the Security and Safety Service and the Asset Management Unit at the end of each month of equipment taken out on loan and still outstanding, indicating the description of the equipment, the name of the person to whom the equipment was issued and the name of the approving officer.

Section 2
Final provisions

2.1 The present administrative instruction shall enter into force on the date of its issuance.

2.2 Administrative instruction ST/AI/193/Rev.1 is hereby superseded.

(*Signed*) Jan **Beagle**
Under-Secretary-General for Management